

# **How To Submit a Payment to PBGC My Plan Administration Account (My PAA)**

Last Updated:  
September 7<sup>th</sup>, 2021

# How to Submit a Payment

## Login

- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up
- ▶ Enter your Password into the field labeled "Password."
- ▶ Click on the "Log in" button.

The screenshot shows a login pop-up window titled "Please log in to continue" with a close button (X) in the top right corner. In the top right corner of the pop-up, there is a button labeled "Log in or Sign up" which is highlighted with a red rectangle. A red arrow points from this button to the "Username" input field. The input fields are labeled "Username" and "Password". Below the "Password" field is a link that says "Forgot your username or password?". A warning message states: "Note: You can only use this self-service find username/ reset password link if your account is not already disabled. Your account will become disabled upon the 5th unsuccessful login attempt." Below this is a bold warning: "WARNING!!! WARNING!!! WARNING!!!". The main body of the pop-up contains a disclaimer: "You are accessing a computer system operated by the Pension Benefit Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization. Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used in administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system; attempting to gain unauthorized access to data; attempting to redirect authorized users away from this system; or attempting to deny service to authorized users. By using this system, the user consents to the auditing, interception, monitoring, recording, copying, inspection, and disclosure as described above. Clicking below or otherwise continuing to use this system indicates your awareness of and consent to these terms and conditions of use. Leave this site, cease use or log off immediately if you do not agree to the conditions stated in this warning." At the bottom right of the pop-up are two buttons: "Log In" (blue) and "Cancel" (orange).

# How to Submit a Payment

## Plan List Page

- Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- From the “Plan Details” link for the plan you would like to generate a payment voucher for.

Home Page

Ask a Question

Search...

Q

Create New Plan / Add Existing Plan

Plan List

In-Process

Upload Filings

View Upload History

WARNING WARNING!!! WARNING!!!

You are accessing a computer system operated by the Pension Benefit Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization.

Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used for administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system; attempting to gain unauthorized access to data; attempting to redirect authorized users away from this system; or attempting to deny service to authorized users.

By using this system, the user consents to the auditing, interception, monitoring, recording, copying, inspection, and disclosure as described above. Clicking below or otherwise continuing to use this system indicates your awareness of and consent to these terms and conditions of use. Leave this site, cease use or log off immediately if you do not agree to the conditions stated in this warning.

Plans in your My PAA Account

Show 10 entries

Search:


ID	Plan ID	EIN	PN	Name	Last Filing Update		
248487	2429567	333666999	369	Test Test Test	07/01/2021	CREATE FILING	PLAN DETAILS
248456	2377551	452615050	002	Testing EIN PN blank issue	06/29/2021	CREATE FILING	PLAN DETAILS
248416	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/11/2021	CREATE FILING	PLAN DETAILS
248118	729175	953174837	002	TEST AND SERVICES PENSION PLAN	10/13/2020	CREATE FILING	PLAN DETAILS

Showing 1 to 4 of 4 entries

First

1

Last



Protecting America's Pensions

3

# How to Submit a Payment

## Plan Details Page

- ▶ After you have selected the appropriate plan, review all the associated filings in the Premium Filings section.
- ▶ Then click the “FILING DETAILS” button for the filing you want to submit a payment for.
  - Note: You can only make a payment for a filing if it is in “Pending Payment Info” status, and you must have the Payment Preparer role.
  - If you do not have the Payment Prepare role, please see the “How to Manage Roles” demo for further details.
  - If you are making a payment outside of My PAA, you can generate a Payment Voucher by clicking on the “Payment Voucher” link.

### Plan Details

**Plan ID:** 729175  
**Plan Name:** TEST AND SERVICES PENSION PLAN  
**EIN:** 953174837    **PN:** 002  
**Plan Status:** Active

**Plan Effective Date:** 01/01/1987  
**Coverage Date:** 01/01/1987  
**Adoption Date:** N/A  
**Plan Sponsor:** AIRBUS U.S. Space & Defense, Inc.

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS



- [Create Filing](#)  
[Submit Request](#)
- [Manage Roles](#)  
[Check Status of Request](#)
- [Account History](#)  
[View Correspondence](#)
- [Payment Voucher](#)

Premium Filings						
Show 10 entries			Search:			
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	
385219	01/01/2020	10/13/2020	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
362780	01/01/2019	10/10/2019	Submitted	FILING DETAILS	FILING RECEIPT	AMEND

# How to Submit a Payment

## Plan Details and Filing Details Page

- ▶ Click on the “Select Payment Option” button.

### Plan Details

Plan ID:  
Plan Name:  
EIN: PN:  
Plan Status:

Plan Effective Date:  
Coverage Date:  
Adoption Date:  
Plan Sponsor:

### Filing Task History

09/07/2021 01:18 PM	09/07/2021 01:18 PM	09/07/2021 01:20 PM			
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU	Payment Option Selection	Administrator Certification	Filing Submission to PBGC

### Filing Details

All screen prepared filings follow this [sequential status order](#):

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

**This premium filing is currently in Pending Payment Info status.** To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you have the **Payment Preparer role** for this Plan, select the "Select Payment Option" button to indicate a payment option for this filing, including choosing to pay "outside" of My PAA. Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

My PAA Filing ID: 419336

PYC: 01/01/2017

Amount Due: \$ 45,497.00

Filing Status: Pending Payment Info

FILING SUMMARY

FILING RECEIPT

SELECT PAYMENT OPTION


CANCEL FILING

PAYMENT VOUCHER


# How to Submit a Payment


## Submit a Payment Page

- ▶ There are two different payment options available to the Payment Preparer
  - Pay Within My PAA: Enter your banking information online and authorize PBGC to deduct the specified amount from your ACH account. This transaction will occur once the Comprehensive Premium Filing is submitted
  - Pay Outside My PAA: Elect to making a payment to PBGC via Pay.Gov, EFT or paper check.

 Home Page

Ask a Question


Search... 

john.doe@t... 

Payment Methods

# Submit a Payment

Published 06/02/2020 10:29 AM | Updated 03/01/2021 11:02 AM

Select Payment Option 

## Select Payment Option

**Comprehensive Filing for Plan Year Commencing 01/01/2019**  
**Test Plan - 111111111 / 111**

Please select one of the following payment options:

☐ Pay Within My PAA - I wish to pay online via My PAA and authorize PBGC to deduct an amount I authorize from an ACH account once this filing is submitted.

☐ Pay Outside My PAA - I wish to submit my filing without making an online payment via My PAA (external options include Pay.gov, paper check or EFT).


Cancel

Next

# How to Submit a Payment

## Submit a Payment Within My PAA

- ▶ The Flat-rate Premium, Premium Credit and Premium Amount Due will be displayed as calculated on the Comprehensive Premium Filing
- ▶ The following fields are required before proceeding:
  - Payment Amount (numeric value only)
  - Account Holder Name
  - Account Type (Checking or Savings)
  - Routing Number (must be 9 digits)
  - Confirm Routing Number
  - Bank Account Number (minimum 3 digits)
  - Confirm Bank Account Number
  - Bank Name
- ▶ Bank Name will automatically be generated based on the Routing number. If not generated, the field is displayed for data entry
- ▶ Once all fields have been completed, and the authorize banking transaction checkbox has been selected, click the “Next” button to proceed to the Summary Page.

 Home Page

Ask a Question

Search...

johnndoe@t...

Payment Methods

Submit a Payment

Published 06/02/2020 10:29 AM | Updated 03/01/2021 11:02 AM

Select Payment Option ✓

Authorize My PAA ACH Payment ✓

Authorize My PAA ACH Payment

Comprehensive Filing for Plan Year Commencing 01/01/2019  
Test Plan - 111111111 / 111

Flat-rate Premium:

\$29,920.00

Premium Credit:

\$0.00

Premium Amount Due:

\$29,920.00

Payment Amount:

\$29,920.00

Important: Please be sure your account does not have an "ACH Debit Block." If your account has an "ACH Debit Block", please provide the PBGC Company ID "1601000606" to your financial institution before you submit your payment so they may authorize PBGC to debit our account. Without this authorization, your financial institution may reject the processing of your payment. A Debit Block is the most common reason for failed ACH payments.

Account Holder Name:

Select Account Type:

Checking

Savings

Routing Number:

9 Digits

Confirm Routing Number:

9 Digits

Account Number:

3 Digit Minimum

Confirm Account Number:

3 Digit Minimum

☐ I authorize to have my bank account electronically debited for the Payment Amount.

Back

Next

  
Protecting America's Pensions

7

# How to Submit a Payment

## Submit a Payment Within My PAA

- ▶ A Payment Summary will be displayed to allow you to ensure the information provided on the previous screen is accurate.
  - If the payment information is incorrect, click the “Back” button to return to the previous screen and make the appropriate changes.
  - If the payment information is correct, enter your Secret Answer to the Secret Question, and click the “Authorize Payment” button.
- ▶ Once you authorize the payment, note that funds will not be deducted from your account until the filing has been submitted (i.e., after the Plan Admin/Plan Admin Rep has approved both the filing and payment information).

Home Page

Ask a Question

Search...

johndoe@t...

Submit a Payment

Published 06/02/2020 10:29 AM | Updated 03/01/2021 11:02 AM

Select Payment Option ✓

Authorize My PAA ACH Payment ✓

Payment Summary ✎

Payment Summary

Comprehensive Filing for Plan Year Commencing 01/01/2019

Test Plan - 111111111 / 111

Confirm Payment Premium Information

Below is the payment information you are submitting. If you would like to make changes to this information, click the "Back" button. Otherwise, enter your Secret Answer and select the "Authorize Payment" button to finalize your payment information.

Payment Option:

Pay Within My PAA

Flat Rate Premium:

\$29,920.00

Premium Credit:

\$0.00

Premium Amount Due:

\$29,920.00

Payment Amount:

\$29,920.00

Method Selected:

Automated Clearing House (ACH)

Routing Number:

051000017

Account Number:

\*\*\*\*\*23

Account Type:

Checking

Account Holder Name:

Test Plan

Bank Name:

BANK OF AMERICA, N.A.

As an added security precaution, enter below the answer to your Secret Question:

I understand that under the Government Paperwork Elimination Act ("GPEA") (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your pet's name?

Secret Answer:

Back



Authorize Payment



# How to Submit a Payment

## Submit a Payment Within My PAA

- ▶ A confirmation screen will appear once you have successfully authorized the funds.
- ▶ The filing status will then be changed to “Pending Admin Approval,” which you can view on the Filing Details Page.

 Home Page    Ask a Question         johndoe@t... ▼


# Submit a Payment

Published 06/02/2020 10:29 AM | Updated 03/01/2021 11:02 AM

Select Payment Option ✓

Authorize My PAA ACH Payment ✓

Payment Summary ✓

Payment Request Complete 

## Payment Request Complete

Your Payment Request has been received.


Exit

Back to Filing Details Page


# How to Submit a Payment


## Submit a Payment Outside of My PAA

- ▶ You will not provide any banking information to PBGC in My PAA, rather you will confirm that you will be using an authorized payment method outside of My PAA (i.e., Pay.gov, EFT or paper check).
  - For further information and instructions on how to use the methods mentioned above, please visit PBGC’s [website](#).
- ▶ Once you have confirmed this is the plan’s preferred payment method, click the “Submit” button to proceed to the Summary Page.

 Home Page

Ask a Question


Search... 


john.doe@t... 

Payment Methods

# Submit a Payment

Published 06/02/2020 10:29 AM | Updated 03/01/2021 11:02 AM

Select Payment Option 

Payment Summary 

## Payment Summary

Comprehensive Filing for Plan Year Commencing 01/01/2019  
Test Plan - 111111111 / 111

**Confirm Payment Premium Information**

Below is the payment information you are submitting. If you would like to make changes to this information, click the "Back" button. Otherwise, click the "Submit" button to finalize your selection."

**Payment Option:** Pay Outside My PAA

Since you are choosing not to submit an ACH payment via My PAA and are choosing to make a payment outside of My PAA (via Pay.gov, paper check, or EFT), please read our full external premium payment instructions [here](#)



Back

Submit

# How to Submit a Payment

## Submit a Payment Outside of My PAA

- ▶ A confirmation screen will appear once you have successfully confirmed your payment method.
- ▶ The filing status will then be changed to “Pending Admin Approval,” which you can view on the Filing Details Page.

 Home Page    Ask a Question         johndoe@t... ▼

# Submit a Payment

Published 06/02/2020 10:29 AM | Updated 03/01/2021 11:02 AM

Select Payment Option ✓

Payment Summary ✓

Payment Request Complete ✎

## Payment Request Complete

Your Payment Request has been received.

Exit

Back to Filing Details Page

# How to Submit a Payment

## Payment Voucher from Plan Details Page

- As mentioned previously, if you have selected to submit the premium payment outside of My PAA but did not print the payment voucher while submitted the filing, you can access it in two locations of My PAA.
  - The Plan Details Page
  - The Filings Detail Page
- Select the “Payment Voucher” link below the PLAN CONTACT DETAILS button.

### Plan Details

**Plan ID:** 729175  
**Plan Name:** TEST AND SERVICES PENSION PLAN  
**EIN:** 953174837 **PN:** 002  
**Plan Status:** Active

**Plan Effective Date:** 01/01/1987  
**Coverage Date:** 01/01/1987  
**Adoption Date:** N/A  
**Plan Sponsor:** AIRBUS U.S. Space & Defense, Inc.

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS



[Create Filing](#)

[Manage Roles](#)

[Account History](#)

[Payment Voucher](#)

[Submit Request](#)

[Check Status of Request](#)

[View Correspondence](#)

### Premium Filings

Show 10 entries


Search:

Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	
385219	01/01/2020	10/13/2020	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
362780	01/01/2019	10/10/2019	Submitted	FILING DETAILS	FILING RECEIPT	AMEND

# How to Submit a Payment

## Payment Voucher from Plan Details Page

- ▶ Once you confirm the plan information is accurate on the Plan Payment Voucher page, click the “Submit” button.
- ▶ Then you will be brought to the Payment Voucher page with the link to access the PDF of the payment voucher for this particular plan.

 Home Page

Ask a Question

Search...

johndoe@t...

Payment Methods

Payment Voucher

Published 10/20/2020 04:23 PM | Updated 03/01/2021 10:38 AM

Plan Payment Voucher

Plan ID: 2352364


Plan Name: TEST PLAN

EIN: 111111111

PN: 111

Click Submit to produce a generic paper check voucher with only the plan details above. To populate a voucher with specific filing information, click the Filing Details button from the Premium Filings table on the Plan Detail page. The filing-specific paper check payment voucher button will be available from the view.

Submit

 Home Page

Ask a Question

Search...

johndoe@t...

Payment Methods

Payment Voucher

Published 10/20/2020 04:23 PM | Updated 03/01/2021 10:38 AM

✓ Plan Payment Voucher

Payment Voucher

Payment Voucher

Back

Back to Plan Details

# How to Submit a Payment

## Payment Voucher from Plan Details Page

- It is important to note that only the EIN and PN will be populated in the Payment Voucher PDF. Once the PDF is printed or saved/downloaded, you will be able to add the additional fields.

Check Voucher

1 / 1 | 100% + |

1. Make the check payable to the "Pension Benefit Guaranty Corporation"

2. Enter the plan's EIN, PN, Plan Year Commencement Date (if these are not already present), and the amount of your check on this voucher.

3. Send this voucher and check to one of the following addresses:

By United States Postal Service:

Pension Benefit Guaranty Corporation  
P.O. Box 979120  
St. Louis, MO 63197-9000

OR Overnight Delivery (e.g. FedEx, UPS, DHL):

U.S. Bank Government Lockbox  
Attn: PBGC #979120  
1005 Convention Plaza  
St. Louis, MO 63101  
  
Phone: 1-800-736-2444

EIN: 111111111

PN: 111

Plan Year Commencement Date:

Check Amount:

My PAA Confirmation Number:

Due Date:


PBGC

Protecting America's Pensions

Please write the plan's EIN/PN and Plan Year Commencement Date on the paper check in case the check becomes separated from the voucher.

Alternatively, you also have the option to make an electronic payment on Pay.gov.

The preferred Pay.gov option is fast, secure and free for premium payers!



PBGC  
Protecting America's Pensions

14

# How to Submit a Payment

## Payment Voucher from Filing Details Page

- ▶ Click on the “FILING DETAILS” button (from the Plan Details page) for the corresponding plan year/filing you would like to generate a Payment Voucher for.
- ▶ On the Filing Details Page, click on the “Payment Voucher” button.

### Plan Details

**Plan ID:** 729175  
**Plan Name:** TEST AND SERVICES PENSION PLAN  
**EIN:** 953174837 **PN:** 002  
**Plan Status:** Active

**Plan Effective Date:** 01/01/1987  
**Coverage Date:** 01/01/1987  
**Adoption Date:** N/A  
**Plan Sponsor:** AIRBUS U.S. Space & Defense, Inc.

### Filing Task History

09/07/2021 01:18 PM	09/07/2021 01:18 PM	09/07/2021 01:20 PM	09/07/2021 03:28 PM		
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU	Pay Outside YUN FENG ZHU	Administrator Certification	Filing Submission to PBGC

### Filing Details

All screen prepared filings follow this [sequential status order](#):

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

**This premium filing is currently in Pending Admin Approval status.** To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you are an authorized Plan Administrator or PA Rep for this Plan, and have **either of those Plan Administrator roles**, select the "Certify / Return for Edit" button to record your decision to certify the filing or return this premium filing for updates. **Once you certify and submit from the pop-up, the filing will be submitted to the PBGC.**

**If any changes are needed** to the filing before certification, you must click "Return for Edit" from the pop-up screen and then select "Filing" as the Return Reason to route the filing back to Draft status. If you want to edit the selected payment details, click "Return for Edit" and choose "Payment" as the Return Reason to route the filing back to Pending Payment Info status.

Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

**My PAA Filing ID:** 419336

**PYC:** 01/01/2017

**Amount Due:** \$ 45,497.00

**Filing Status:** Pending Admin Approval

**Payment Option:** Outside My PAA

FILING SUMMARY

FILING RECEIPT

CERTIFY / RETURN FOR EDIT

CANCEL FILING

PAYMENT VOUCHER

# How to Submit a Payment

## Payment Voucher from Filing Details Page

- ▶ Confirm the plan and filing information are accurate and enter the due date for the premium payment.
  - The amount to be paid will automatically default to the “Premium Amount Due,” but you can change the amount if that is not the amount being submitted with the Payment Voucher.
- ▶ Click the “Submit” button and then click on the “Payment Voucher” link on the next page.

Home Page

Ask a Question

Search...

john doe@t...

Payment Methods

Payment Voucher

Published 10/20/2020 04:23 PM | Updated 03/01/2021 10:38 AM

Filing Payment Voucher

Plan ID:

2352364

Plan Name:

TEST PLAN

EIN:

111111111

PN:

111

My PAA Confirmation Number:

212106

Filing PYC:

01/01/2019

Premium Amount Due

\$29,920.00

Due Date:

10/15/2019

Amount to be paid:

\$29,920.00

Submit

Home Page

Ask a Question

Search...

john doe@t...

Payment Methods

Payment Voucher

Published 10/20/2020 04:23 PM | Updated 03/01/2021 10:38 AM

✓ Filing Payment Voucher

Payment Voucher

✓ Payment Voucher

Payment Voucher

Back

Back to Plan Details





# How to Submit a Payment

## Payment Voucher from Filing Details Page

- ▶ Unlike the Payment Voucher from the Plan Details Page, all the fields will be automatically populated with the information that was confirmed on the previous pages.

Check Voucher

1 / 1 | - 100% + |  

1. Make the check payable to the "Pension Benefit Guaranty Corporation"

2. Enter the plan's EIN, PN, Plan Year Commencement Date (if these are not already present), and the amount of your check on this voucher.

3. Send this voucher and check to one of the following addresses:

By United States Postal Service:

Pension Benefit Guaranty Corporation  
P.O. Box 979120  
St. Louis, MO 63197-9000

OR Overnight Delivery (e.g. FedEx, UPS, DHL):

U.S. Bank Government Lockbox  
Attn: PBGC #979120  
1005 Convention Plaza  
St. Louis, MO 63101  
  
Phone: 1-800-736-2444

EIN: 111111111


PN: 111

Plan Year Commencement Date: 01/01/2019

Check Amount: \$29,920.00

My PAA Confirmation Number: 212106

Due Date: 10/15/2019



Please write the plan's EIN/PN and Plan Year Commencement Date on the paper check in case the check becomes separated from the voucher.

Alternatively, you also have the option to make an electronic payment on Pay.gov.  
The preferred Pay.gov option is fast, secure and free for premium payers!